

Content Submission Form for Electronic Bulletin Boards



New York
Public
Library

ORGANIZATION CONTACT

Organization Name

Street Address

City ST ZIP

URL

Contact Name

Phone

Email

Organization description

Organization type Non-profit 501(c)(3) Government For-profit

BULLETIN BOARD LOCATION(S)

At which library locations would you like information about your organization to appear?

Bronx Library Center

Countee Cullen (Harlem)

Grand Concourse (Southwest Bronx)

Seward Park (Lower East Side/Chinatown)

Parkchester (Southeast Bronx)

St. George Library Center (Staten Island)

CONTENT DISPLAY

Title:

Description:

Contact information (to be made public):

Display my content _____ weeks before date: / /

TERMS

It is the policy of The New York Public Library, Astor, Lenox and Tilden Foundations (the "Library") to encourage, as part of the Library's information and referral service to the community, submission of appropriate materials in any language for display on Library electronic bulletin boards. The main criterion for branch postings, to be determined at the discretion of the Branch Librarian, is the benefit provided to the community served by the branch.

The Library reserves the right to edit information provided for length or clarity.

The New York Public Library

GUIDELINES FOR POSTING CONTENT ON ELECTRONIC BULLETIN BOARDS

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If the appropriateness of any material is in doubt, the Branch Librarian should discuss the material with the related specialty or administrative office.

Content Appropriate for Display or Distribution

To assist the Branch Librarian in determining whether or not proposed content should be posted, the following is a non-exclusive list of materials that generally would be considered appropriate:

- Information about Library-sponsored programs, events and initiatives
- Information from cultural, educational and other non-profit institutions, regardless of fee
- Information about programs or events offered by neighborhood agencies, such as civic councils, nursery schools, churches, evening schools, etc., regardless of fee
- Information about programs or events offered by City, State or Federal agencies
- Notices for public meetings or joint debates on political issues that present opposing points of view
- Informational material from commercial (i.e., for-profit) organizations and companies when the programs and services advertised are free to the general public

Content Not Appropriate for Display or Distribution

To assist the Branch Librarian in determining whether or not proposed content should be posted or distributed, the following is a non-exclusive list of materials that generally would be considered inappropriate:

- Advertisements of or to secure private lessons, classes or other services (such as baby-sitting and typing) for which a fee is charged
- Offers to buy and sell items ("want ad")
- Advertisements or solicitations of a personal nature ("personal ad")
- Commercial advertisements selling products and services (sales from stores, commercial travel services, etc.)
- Notices of programs presenting the teachings of a partisan political or religious organization or point of view
- Fundraising or solicitation materials not related to the Library

These guidelines may be amended by the Library from time to time.